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## MMLS Navigation

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The Master License Service program allows users to view business information from the Master License System (MMLS) database. In most cases, the information in the database is from applications submitted by business owners when registering and/or licensing their businesses. However, some information may have been imported from the databases of other agencies. These accounts will show the word CONVERSION on at least one of the screens.

When searching the MLS database, the most extensive information is found on the two INQUIRY ACCESS screens:

- INQA
- INQR

A UBI number must be known to access these screens.

If you don't know the UBI number of the business, the MMLS program allows you to search the database by firm name, legal entity name (whether the owner is a sole proprietor, partnership, corporation, or other business entity), trade name, UBI number or address.

There are three ways in which to navigate from screen to screen in the MMLS database:

- Use of the <Enter> key
- Use of the PF function keys
- Use of the *Transfer* field

If at any time you press the <Enter> key and the screen you are viewing does not change, review the screen for a function key (PF) that will either complete the screen (commonly the PF4) or return you to a menu (commonly the PF11 and PF12).

If a UBI number, BUS ID, or BUSLOC ID does not exist on the MMLS database, you will receive a single line message in the top left-hand corner of the screen.

Error messages will display in the top left-hand corner or the bottom left-hand corner of the screen. You will be advised to either correct the error or press <Enter> to continue.

**Note:** Throughout this chapter, the documentation refers to the use of PF keys to access the available screen options. Since personal computer keyboards and available software vary, you must press the key or key combination that is equivalent to the PF key noted.

## Confidentiality

Some of the information contained on the MMLS database is confidential. This confidential information must not be released to the general public.

Information may be released if it is a matter of public record. The following items are public record:

- Business (DBA or Trade) Name
- Owner Name(s)
- Business Mailing Address
- Business Location Address
- UBI Number

Corporate Information, Office of Secretary of State:

- Corporate Name
- Register Agent Name and Address
- Officer Name(s) and Title (but not address)
- Expiration Date
- State of Incorporation
- Incorporation Date

## UBI as Primary Key

The main key to accounts in MMLS is the Unified Business Identifier (UBI). The UBI number is a nine-digit number assigned to a business entity. This number can be used to identify the business at any agency participating in the UBI program.

If the UBI number is unknown, it can be obtained by accessing the Department of Revenue database or in MMLS by using the following search engines:

- |        |  |
|--------|--|
| • ADDR | Search by Address                      |
| • CNAM | Search by Corporate Name               |
| • FEIN | Search by FEIN                         |
| • FNAM | Search by Firm Name                    |
| • GNAM | Search by Governing Person Name        |
| • LGJC | Search by City or County and Firm Name |
| • ONAM | Search by Other Entity Name            |
| • PNAM | Search by Partnership Name             |
| • SNAM | Search by Spouse Name                  |
| • TRDN | Search by Trade Name                   |

## WHAT?

The “WHAT” menu lists all the procedure codes available to you and can be accessed by typing *WHAT* in the *Transfer* field, then press <Enter>. The search options listed below in bold are your normal search engines that will assist in your inquiry. The other procedure codes are used depending on your agency needs.

To access an available option to you, type the appropriate four-letter code in the *Transfer* field in the bottom lower left of the screen. Press <ENTER>.

Example: to select Application List, type *APPL* in the *Transfer* field.

WHAT UTL001P5

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ADDR  SEARCH BY ADDRESS
APPL  APPLICATION LIST DISPLAY
ARDS  ORDER ARDS
AUDA  AUDIT APPLICATION RECORD
AUSB  AUDIT BUSINESS RECORD
AUDE  AUDIT ENDORSEMENT RECORD
AUDG  AUDIT GOVERNING PERSON RECORD
AUDL  AUDIT LOCATION RECORD
AUDV  AUDIT VEHICLES
CINF  SEARCH CORPORATION INFORMATION
CNAM  SEARCH BY CORPORATION NAME
ETPI  ENDORSEMENT INQUIRY BY UBI/LOC
ETPL  LIST ENDORSEMENTS BY AGENCY
FEIN  SEARCH BY FEIN NUMBER
FNAM  SEARCH BY FIRM NAME
GNAM  SEARCH GOVERNING PERSON NAME
INQA  DETAIL INQUIRY ACCESS
TRANSFER: APPL
Enter-PF1- - -PF2- - -PF3- - -PF4- - -PF5- - -PF6- - -PF7- - -PF8- - -PF9- - -PF10- -PF11- -PF12- - -
  
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## MMLS Codes and Definitions

The MMLS database utilizes many codes in the various inquiry screens. Understanding the abbreviations and codes are a vital key to understanding MMLS.

**ADDR** is the four-letter code used in the *Transfer* field to search for a business by the physical location address.

**AGY** is a document type meaning agency. This type of document was created by a participating agency generally requesting an update to the account.

**APLST** is a PF function key label. It is a shortcut option that will route you directly to list of application for a specific UBI.

**APPL** is the four-letter code used in the *Transfer* field to display a list of applications for a specific UBI.

**Application ID** is a unique nine-digit number that is stamped onto each document received at MLS prior to microfilming. The application ID number shows the Year, microfilm Julian Day, and the Sequence Number. When the document is processed, the number is tied to a UBI number in the MMLS database. The Application ID is a useful tool to help you follow the order of events (originations, renewals, and maintenance transactions).

Example: 01-220-0169

Year is 2001 Julian Day is 220 Sequence Number is 0169

**Application Type** is assigned by the MMLS system based on the procedure that was used by the operator to process the document. An Application Type can be up to five-letter code.

**ARD** is the electronic notification of applicant information sent to regulating agencies.

**ARDS** is the four-letter code used in the *Transfer* field to access the Order ARD screen. The Application ID must be known to order an ARD and the application must have completed processing by an MLS operator. Additionally, an ARD may be ordered by any participating agency provided that the account has been endorsed for the agency.

Example: If an L&I operator wanted to order an ARD, the account must be endorsed for Industrial Insurance.

**AUDx** are the four-letter codes used in the *Transfer* field to obtain Audit History of an account. The UBI number, BUS ID, and BUSLOC ID must be known. You may access the audit trails of the business owner (AUDB), location endorsements (AUDE), governing persons (AUDG) and business locations (AUDL).

**BLMA** is an MLS procedure used to do maintenance on an account.

**BUS ID** is a three-digit number assigned to every legal entity. If there is more than one business owner (most commonly seen in Sole Proprietors), each owner will receive his or her own BUS ID.

Example: a sole proprietorship where both the female and male own their own business, the first applicant will be BUS ID 001 and the second applicant is BUS ID 002.

**BUSLOC ID** is a four-digit number assigned to the business location. If the legal entity has more than one location (or DOR branch reporting), the BUSLOC ID will be greater than 0001.

**CHFE** is an MLS procedure used to do maintenance on an account when there are fees associated with the maintenance.

**CINF** is the four-letter code used in the *Transfer* field to access Corporate information. The UBI number must be known.

**CMT Flag** indicates whether an MLS operator added any comments to the document. The comments may be the addition of new information to the document or clarification of information on the document.

**CNAM** is the four-letter code used in the *Transfer* field to search for a Corporation by owner name.

**CONV** is a document type, as well as an MLS procedure. CONV indicates the account (or an endorsement) was electronically converted into the MMLS database by a participating agency. A paper document will not be available from MLS on most conversion accounts, unless the document type is a MISC.

**CONVR** is an application type meaning conversion. This type was used when MMLS converted accounts from the Sperry mainframe computer system to the IBM.

**CRFI** is an MLS procedure used to clear an RFI.

**CRNL** is an MLS procedure, as well as a document type meaning Corporate Renewal. It is the annual renewal filing for a Corporation or LLC.

**DBA** is the standard abbreviation for "Doing Business As".

**DCPA** is an MLS procedure used to clear an NSF payment.

**DOCM** is an MLS procedure used to link an application ID to a UBI. No update was done on the account.

**DOCU** is an application type meaning document. It identifies the document was processed through DOCM.

**Document Type** is assigned by MLS operators when indexing a document into the MMLS database. For tracking purposes, all documents receive an application ID number when microfilmed. The documents are then indexed by application number.

**ENTER** is an assigned key on all keyboards. The Enter key allows forward movement to the next screen.

**FACC** is an MLS procedure used to post payments on Field Access accounts.

**FEE** is an indicator to identify if a fee was required on a specific application.

**FEIN** is the four-letter code used in the *Transfer* field to access and account by Federal Employer Identification Number.

**FILM** is a document type meaning refilm. The document is being refilmed because information has been added or altered since the original filming.

**FNAM** is the four-letter code used in the *Transfer* field to search for a business by the Firm Name/DBA.

**FUND** is a PF function key label. It is a shortcut option that will route you directly to the Fund Distribution screen.

**FUND DISTRIBUTION** identifies what fees were collected on a document and how those fees were distributed.

**GLIST** is a PF function key label. It is a shortcut option that will route you directly to a list of governing persons for that specific UBI.

**GNAM** is the four-letter code used in the *Transfer* field to search for a business by the governing person (officers, partners, members, sole proprietors, etc) name.

**ICMP** is an application type meaning incomplete. When an applicant fails to respond to a RFI or RFP, the application will be marked as incomplete and no license will generate.

**IMBA** is an MLS procedure. It is the verification process used for electronically filed applications (Internet).

**INQA** is the four-letter code used in the *Transfer* field to access the Detail Inquiry Access screen to obtain detailed account information. The UBI number must be known to display the account information.

**INQR** is the four-letter code used in the *Transfer* field to access the Business Query screen to obtain specific account information in a composite view. The UBI number must be known to display the account information.

**LGJC** is the four-letter code used in the *Transfer* field to access an account by City of physical location and the Firm Name or by County of the physical location and Firm Name. When inquiring by City and Firm Name, the physical location address must be within City Limits.

**LIC** is a PF function key label. It is a shortcut option that will route you directly to the License Issuance History Screen.

**LOCNLIST** is a PF function key label. It will display a list of all locations for a specific UBI.

**LNAM** is the four-letter code used in the *Transfer* field to search for any legal entity name (Corporation, LLC, LLP, Partnership).

**LRNL** is an MLS procedure, as well as a document type meaning Location Renewal. It is the annual renewal filing for locations with renewable endorsements.

**LU6.2** is a PF function key label. It is a shortcut option that will display information from the UBI database.

**MAINT** is an application type meaning maintenance. It indicates the document was processed through a maintenance procedure (generally BLMA).

**MBA** is a document type meaning Master Business Application.

**MISC** is a document type meaning miscellaneous. It is a generic document type to encompass a variety of documents.

Example: letters of change are coded MISC.

**MLS Process** is the procedure used to process a document.

**MMIS** is the four-letter code used in the *Transfer* field to obtain MMLS document statistics.

**MMLS** is the four-letter code used when logging into the Master License Service database. It is an application within the IBM mainframe.

**NSF Flag** is an indicator to identify whether a Non-Sufficient Fee check was received on a specific application.

**ONAM** is the four-letter code used in the *Transfer* field to search for an Other entity type (Municipality, Association, etc) by owner name.

**ORIG** is an application type meaning origination. It identifies the document was processed through verification.

**OVR Flag** is an indicator to identify if an overpayment exists on a specific application.

**PF Function Keys** are shortcut options displayed at the bottom of each screen for direct routing to other screens. PF Function keys are a navigational tool throughout the MMLS database.

**PNAM** is the four-letter code used in the *Transfer* field to search for a Partnership by owner name.

**Pxxx** are MLS procedures used to process all insurance policy maintenance. There are several procedure codes for insurance policy processing, all of which begin with the letter P.

**Received Date** is the date a document was received by an agency office or the Master License Service.

**REGISTRATION ENDORSEMENT** is an endorsement that remains in active status until the regulating agency closes the account. The business does not need to renew these endorsements.

Examples: Tax Registration, Unemployment Insurance, Industrial Insurance, and City of Bellevue.

**REF Flag** is an indicator to identify if a refund was issued on a specific application.

**RENEW** is an application type meaning renewal. It indicates the document was processed through a procedure used to renew the account (generally CRNL or LRNL).

**RENEWABLE ENDORSEMENT** is an endorsement that needs to renew on an annual basis.

Examples: Minor Work Permits, Underground Storage Tanks, White Water River Outfitter, Small Scales, and Licensed Limousine Carrier.

**RFI** is a Request for Information of a required data element, as well as a document type.

**RFI Flag** is an indicator to identify a specific document has an outstanding Request for Information.

**RFP** is a Request for Payment of required fees, as well as a document type.

**RFP Flag** is an indicator to identify a specific document has an outstanding Request for Payment.

**RHIST** is a PF function key label. It is a shortcut option that will route you directly to the Renew Request History screen.

**RPAY** is an MLS procedure used to clear an RFP.

**SERV** is a PF function key label. It is a shortcut option that will route you directly to the Location Info 2 screen (product/services).

**SOSO** is a document type used by Secretary of State. This identifies the document as a filing with the Secretary of State's Office.

**SNAM** is the four-letter code used in the *Transfer* field to search for the Spouse of a governing person.

**Sxxx** are MLS procedures used primarily by Secretary of State staff. There are several procedure codes for Secretary of State processing, all of which begin with the letter S.

**TOP** is a PF function key label. It is a shortcut option that will return you to the top of a list.

**Transfer Field** is on the bottom left-hand corner of most MMLS screens. The *Transfer* Field is a navigational tool throughout the MMLS database.

**TRDN** is the four-letter code used in the *Transfer* field to search for a by the registered Trade Name.

**TRDU** is the four-letter code used in the *Transfer* field to display a list of registered Trade Names for a specific UBI. The UBI number must be known.

**TRNSF** is a PF function key label. It is a shortcut option that will move your cursor directly to the *Transfer* field.

**UBI** is the Unified Business Identifier. A UBI number is a nine-digit number assigned to a legal entity.



**UNKNW** is an application type meaning unknown. It identifies the document has not been processed.

**USPE** is an MLS procedure used to post Unscheduled Payment Entries. This process is generally used to transmit funds to another agency or refunds fees on a document that did not need to be processed otherwise.

**Vxxx.** is the MLS procedure for origination of business accounts through the verification process. VREG indicates registration endorsements or a trade name were added to the account; VREN indicates renewable endorsements were added to the account; and VTMP indicates no endorsement, nor trade names were added to the account (VTMP is commonly seen on domestic accounts).

**WHAT** is the four-letter code used in the *Transfer* field to display all the procedure codes available to you.

**\$\$\$ FLAG** is an indicator to identify if money was received on a specific application.

## Status Codes

Status codes appear on many screens. Status codes are assigned to corporation ownership, locations and endorsements. Codes are as follows:

**A** is Active

**T** is Terminated

**P** is Pending (awaiting regulating agency approval)

**S** is Suspended (assigned when Dept. of Revenue revokes tax registration)

**W** is Withdrawn (closed prior to approval)

**H** is Hold (waiting for supporting documents and will not renew until hold is lifted)

## Searches

All MMLS search screens follow the same basic procedures. Each initial search screen will display defined fields for you to key in your information. You will then need to press <Enter>, which will display a list based on your search criteria.

You do not need to type in complete information when conducting a search.

Example: if you are searching FNAM for “Papercraft”, you can type in “Paperc” and it will bring up all names starting with “Paperc” in alphabetical order.

At the bottom of each screen, PF key shortcut options will be displayed for direct routing to the other search screens.

All search screens will display:

- Name
- UBI Number
- City of Business Location

Additionally, the following information may be available based on the search screen:

- Business Status
- Business ID
- Location ID
- Governing Person Title
- Trade Name Registration Date
- Trade Name Cancellation Date
- Location Address

To exit an account, you are always given one of three options:

- Press <PF12> to return to the main menu.
- In the *Transfer* field, type the appropriate four-letter code.
- Change the 'N' to a 'Y' in the field to the right of the word EXIT in the lower right-hand corner of the screen. Then press <ENTER>.

MASTER LICENSE SYSTEM  
SEARCH SCREEN

Search: PAPERCRAFT\_\_\_\_\_

SEL	FIRM_NAME	STATUS	UBI	BUS	LOCN	City
- 1)	PAPERCRAFT INC	A	601 669 035	1	1	TUKWILLA
- 2)	PAPERCRAFT SPECIALTY CO INC	A	409 017 101	1	1	SANTA FE SPRING
- 3)	PAPERDOLLS	T	601 194 313	1	1	RAYMOND
- 4)	PAPERDOLLS	T	601 327 531	1	1	SEATTLE
- 5)	PAPERDOLLS	A	601 624 203	1	1	OLYMPIA
- 6)	PAPERDOLLS II	A	600 357 246	1	1	FREELAND
- 7)	PAPERDOLLS II	A	600 648 162	1	1	FREELAND
- 8)	PAPEREXCHANGE.COM LLC	A	602 008 373	1	1	BOSTON
- 9)	PAPERHANGING BY KERRY WORKMA	T	601 142 974	1	1	LONGVIEW
- 10)	PAPERHANGING BY LINDA	A	601 926 692	1	1	SPOKANE
- 11)	PAPERKLIPS	T	601 708 424	1	1	VANCOUVER
- 12)	PAPERLESS BUSINESS SYSTEMS, INC.	A	601 792 005	1	1	KIRKLAND
- 13)	PAPERLESS BUSINESS SYSTEMS, INC	A	601 792 005	1	1	SEATTLE

PAGE : 01

TRANSFER: \_\_\_\_\_

<ENTER> PF1 -- PF2 -- PF3 -- PF4 -- PF5 -- PF6 -- PF7 -- PF8 -- PF9 -- PF10 -- PF11 -- PF12 --  
LJGC GNAM CNAM PNAM ONAM TRDN FEIN TOP ADDR MENU

## Detail Search Screen

To obtain detailed information on a specific account, enter a 'Y' in the SEL column to the left of the account you are inquiring about. Press <ENTER>.

The detail information screen will display:

- Ownership Type
- Legal Entity Name
- UBI Number
- Business Id Number
- Account Status
- Address

Additionally, the following information may be available based on the search screen:

- Governing Person Name
- Governing Person Title
- Business Location ID
- Business Phone Number
- Firm Name/DBA
- Corporate Account Number
- Corporate Status
- Date and State of Incorporation
- Registered Agent Address
- Business Open Date

MASTER LICENSE SYSTEM  
DETAIL SEARCH SCREEN

SEARCH: PAPER CRAFT \_\_\_\_\_

SEL	FIRM_NAME	STATUS	UBI	BUS	LOCN	CITY
Y	1) PAPER CRAFT INC	A	601 669 035	1	1	TUKWILA
_	2) PAPER CRAFT SPECIALTY CO INC	A	409 017 101	1	1	SANTA FE SPRIN
_	3) PAPER DOLLS	T	601 194 313	1	1	RAYMOND

SEARCH_DETAIL_INFORMATION	
1) UNREGISTERED CORPORATION	
PAPER CRAFT INC	
UBI: 601 669 035 001 0001 ACTIVE	
11 11 1911	
PAPER CRAFT INC	
6701 S GLAICA	
TUKWILA WA 98188	
TRANSFER: _____ PF3=LOCNLIST _____ EXIT N _____	

## Location List

To obtain physical location information on an account, press PF3 to view the list of all locations for this business.

If a business has more than one location, all locations for this BUSID will display.

If END OF LIST does not appear at the bottom of the location list, press <Enter> to display more locations.

When the list of locations displays and there are multiple locations, you may then narrow down the location list based on a specific city. Go to the field identified *City* and key in the city name. Press <Enter>. Only the locations with that city address will be display.

To select a location, choose the number shown immediately to the left of the desired location and type it in the blank line next to UBI number (you do not need to type the leading zeros). <Tab> to the *Transfer* field and key in INQA or INQR to obtain further information on that specific location. Press <Enter>.

This location list screen will display:

- Ownership Name
- Blank line—allowing you to enter the location number you wish to view
- UBI Number
- Location ID Number
- Location Status
- Firm Name/DBA
- Location Address
- Business Phone Number
- Business Open Date

		+ LOCATION LIST +	
		PETROCARD SYSTEMS, INC.	
		17__ UBI: 600 599 541 - City: _____	
SEARCH: PACIFIC XPRESS_____		Locn_Stat_ Location_____ Act_Date_ Trd	
		0017 A PETROCARD SYSTEMS, INC.	
SEL_____ FIRM NAME_____		828 CENTRAL AVE S	
		KENT WA 98032	
		(800) 950-3835 11/01/1998	
1) PACIFIC XPRESS_____			
_____		0019 A PETROCARD SYSTEMS, INC.	
		9014 14TH AVE S	
UBI: 600 599 541 BUS		SEATTLE WA 98108	
CORPORATION		(800) 950-3835 11/01/1998	
PETROCARD SYSTEMS, INC			
1420 5TH AVE STE 4100			
SEATTLE WA 981012338			
		***** END OF LIST *****	
		TRANSFER: <b>INQA</b> PF4=COMPLETE PF9=TOP	
_____ TRANSFER: _____		+ _____ +	

## Application List Screen (APPL)

This screen allows you to enter a UBI number and view all the applications received for a specific UBI number.

If you would like to review the fund distribution, change the 'N' in the left-hand column to a 'Y' and press <Enter>.

To view comments on an application, press PF5. If the comment ends with a '+', there is additional text in the comment field. Use audit application to view the complete comments.

If you would like to audit the application (when was it completed, by whom, and any operator comments), change the 'N' in the left-hand column to a 'Y' and press PF2.

To identify Internet filed applications, the last four digits will be 5001 or greater and the DOC TYPE will indicate IMBA. All Internet applications are electronic records and a paper document was not microfilmed. If you require a copy of an Internet application, you must request it directly from Master License Service.

This APPL screen will display:

- Application ID
- BUS ID
- BUSLOC ID
- Received Date
- Application Type
- Document Type
- MLS Process
- Money Received Flag
- Fees Required Flag
- NSF Flag
- RFP Flag
- RFI Flag
- Refund Flag
- Overpayment Flag
- Comment Flag



MASTER LICENSE SYSTEM																			
APPLICATION LIST FOR UBI																			
-----																			
UBI: 601 347 833												\$	F	N	R	R	R	O	C
-----																			
												\$	E	S	F	F	E	V	M
												\$	E	F	P	I	F	R	T
APPLICATION		BUS	BUSLOC	RECEIVED	APPL	DOC	MLS												
ID		ID	ID	DATE	TYPE	TYPE	PROC												
N	01 002 5014	001	0002	01 02 2001	ORIG	IMBA	VREG	Y	Y							Y			
N	97 010 0657	001	0001	01 03 1997	ORIG	MBA	VREG	Y	Y							Y			
N	91 301 0332	001	0001	10 22 1991	ORIG	MBA	VREG	Y	Y										
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## Detail Inquiry Access (INQA)

This screen is displayed when you type INQA in the *Transfer* field

INQA allows you to obtain detailed account information for a specific UBI. The UBI number must be known to display the account information.

You will need to enter the UBI number, BUS ID, BUSLOC ID. You do not need to type leading zeros in the BUS ID AND BUSLOC ID.

Next select the MMLS screens you want to view for that UBI number. To select a screen, type a 'Y' over the 'N' to the left of each screen description you want to view. You may select as many screens as you like. Then press <Enter>.

If you do not know the BUS ID or BUSLOC ID leave the field blank and press <Enter>. If there is more than one BUS ID or BUSLOC ID, the list screen will appear. Use the <Tab> key to move the cursor to the correct business owner or business location. Type a 'Y' in the field to the left of the owner or location. Press <Enter>.

DETAIL INQUIRY ACCESS			
INQA DETAILED INQUIRY ACCESS			
UBI: 178 097 122    BUS-ID: 1__    BUSLOC-ID: 1____ APPLICATION ID: ____			
BASIC	SUPPORTING	MBA	
N Legal Entity	N Application List	N Application Type	
N Location	N Fund Distribution	N Location-Info-2	
N Officers/Partners	N License Issuance History	N Controlled/Affil	
N Endorsement List	N ARD Issuance History	N Employment	
N FEIN	N Endrs Status Chg History	N Insurance	
	N Request for Payment	N Signatures/	
	N Request for Information	Prepared by	
	N Renew Request History		
TRANSFER: ____			
<ENTER>-PF1- - -PF2- - -PF3- - -PF4- - -PF5- - -PF6- - -PF7- - -PF8- - -PF9- - -PF10- -PF11- -PF12- -- <div style="display: flex; justify-content: space-between;"> <span>TRNSF</span> <span>INQR</span> <span>MMENU</span> </div>			

## Detail Inquiry Access Information

### Legal Entity

Information on this screen will vary based on the legal entity type.

- Business Status
- Ownership Type
- Owner Name
- Home/Mailing Address
- Registered Agents Name
- Expiration Date
- Secretary of States Endorsement Status
- Endorsement Type
- Secretary of States Corporate Account Number
- Secretary of States Incorporation State and Date
- Owners Birthdate
- Owners Social Security Number
- Owners Resident Phone Number
- Spouses Last, First, and Middle name
- Spouses Social Security Number (if available)
- Spouses Birthdate (if available)
- Partnership Type (G is General L is Limited)
- Organization Type ( i.e. Association, Municipality, Government Agency, etc.)

### Location Screen

- Legal Entity Name
- Business Open Date
- Firm Name/DBA
- Business Mailing Address
- Business Status
- Business Physical Address
- Location Status
- Business Phone
- Business Fax Number
- Name of County
- LGJC

**Officers/Partners Screen (1 of 2)**

This screen is applicable to governing persons in a partnership, corporation, limited liability company, limited liability partnership and other type (association, municipality, etc) legal entities (not sole proprietors).

- List of Governing Persons for Business
- Governing Person Address
- Governing Person Title

**Officers/Partners Screen (2 of 2)**

This screen is displayed for each name you selected on the Governing Persons List screen.

- Governing Person Last Name
- Governing Person First Name
- Governing Person Middle Name
- Governing Person Birthdate
- Governing Person Social Security Number
- Governing Person Percent of Ownership (if applicable)
- Governing Person Address
- Governing Person Phone Number
- Governing Person Title
- Spouse Last Name
- Spouse First Name
- Spouse Middle Name

**Endorsement List**

- MLS Endorsement ID
- Endorsement Description
- Endorsement Status
- Endorsement Restriction Indicator
- Endorsement Status Date
- Endorsement Account Number (if applicable)
- Endorsement Expiration Date
- Endorsement Origination Date

**FEIN Screen**

- Federal Employer Identification Number (if included on the application)
- Issue Indicator ('Y', if the number was issued by the State of Washington  
Blank, if the number was issued by the IRS)
- FEIN Application ID (the document used to issue FEIN)

## Application List

This screen will display applications received for this specific business location.

- Firm Name
- Application ID Number
- Application Received Date
- MLS Process
- Fees Remitted
- Total Fee Required
- Amount of Request for Payment
- Amount of Refund
- Amount of Overpayment
- Request for Information Flag
- Non Sufficient Funds Flag
- Comment Flag

## Fund Distribution

This screen shows how the money received with an application was distributed.

- Agency Code Number
- Endorsement Number
- Fee Description
- Endorsement Amount
- Transaction Date
- Journal Voucher Number
- Total Remittance
- Total Fee Required
- Amount of Request for Payment (if applicable)
- Amount of Refund (if applicable)
- Amount or Overpayment (if applicable)
- Validation ID Number

## License Issuance History

This screen shows when licenses were issued for a specific location.

- Owner Name
- Firm Name/DBA
- Application ID Number
- MLS Process
- Date License Requested
- Requestor ID
- Date License Printed
- RFP Flag
- RFI Flag
- License Returned to MLS Flag
- License Canceled Flag
- License Printed ON-Site Flag

## ARD Issuance History Screen

This screen shows when an ARD was sent, and to which agencies. ARD history is retained for a ninety-day period.

- Firm Name/DBA
- Application ID Number
- ARD Type (F is Final P is Preliminary)
- Date ARD Requested
- Requestor ID
- Date ARD Printed
- Agency ID Number
- Endorsement ID Number
- RFP Flag
- RFI Flag

## Endrs Status Chg History Screen

This screen tells when a particular endorsement for this specific location had a change of status.

- Firm Name/DBA
- Date Endorsement Status was Changed
- Operator ID Number Who Changed
- Application ID Number
- Endorsement Name
- Status Change

**Request for Payment (RFP) Screen**

This screen shows money that was not received with an application and has been requested from the applicant.

- Remitted Amount
- Required Amount
- Validation ID Number
- Date RFP Issued
- RFP Letter Canceled Flag
- Date RFP was Received Back From Client
- Original Amount of RFP
- Amount Paid

**Request for Information (RFI) Screen**

This screen shows what information was not provided on the document submitted.

- Due Date of RFI
- Description of Missing Information
- Date RFI Letter Requested
- Request Type (R is required A is agency desired)

**Renew Request History**

This screen shows the history of “on-site” renewal requests ordered by MLS operators.

- Name of Business
- Business Mailing Address
- Type of Renewal Request (Normal or Delinquent)
- Altered Address Flag
- Date of Renewal Request
- Requestor ID
- Comments

**Application Type Screen**

- Ownership Structure Type
- Business ID
- Location ID
- Application Received Date
- Purpose of Application
- Separate Tax Return Indicator

## **Location-Info-2 Screen**

- Estimated Gross Annual Income Category
- Description of Products and/or Services Rendered in Washington
- Buy/Lease/Acquire Business Indicator
- Buy/Lease/Acquire Date
- Prior DBA Name
- Prior Owner Name
- Prior Owner Phone Number
- Fixtures/Equipment/Tax Paid Indicator
- Purchase Price
- Controlled/Affiliated Indicator
- More Than One Name Indicator
- Controlled/Affiliated Entity
- Structure Change/Close Account Indicator
- UBI Number to be Closed
- Owned Another Business Name
- Owned Another Business UBI
- Bank Name

## **Controlled/Affiliated**

- Additional Names for Controlled/Affiliated

## **Employment Screen**

- Date of First Employment
- First Date Wages Paid
- Number of Persons to be Employed
- Number of Minors (under the age of 18)
- Minors Under Age of 16 Indicator
- Minors Working in Agricultural Business Indicator
- Minors Duties
- Combined/Separate Reporting Indicator
- Voluntary Unemployment Insurance Indicator
- Optional Industrial Insurance Coverage for Owners
- Optional Industrial Insurance Coverage for Excluded Employment



## **Insurance Screen (1 or 2)**

This screen shows information regarding planned employment.

- Single line Description of Job Duties
- Number of Employees Performing These Duties
- Estimated Number of Worker Hours

## **Insurance Screen-(2 or 2)**

This screen shows detail from Insurance Screen 1.

- Major Operation Code
- Full Description of Duties
- Number of Employees Performing these Duties
- Number of Worker Hours

## **Signatures/Prepared By Screen**

- Preparer's Name
- Preparer's Title
- Preparer's Phone Number
- Date Prepared
- Signature
- Date Signed
- Additional Signature Indicator
- Comments

## Business Query (INQR)

This screen is displayed when you type INQR in the *Transfer* field

INQR allows you to obtain specific account information in a composite view. The UBI number must be known to display the account information.

You will need to enter the UBI Number, Business ID and Location ID of the business you want to review. Press <Enter>.

If you do not know the Business ID or Location ID leave the field blank and press <Enter>. If there is more than one business owner or business location, the list screen will appear. Use the <Tab> key to move the cursor to the correct business owner or business location. Type a 'Y' in the field to the left of the owner or location. Press <Enter>.

INQR is made up of two screens. Pressing <Enter> while in the first Inquiry screen will access the second screen.

Screen 1 of Business Entity Inquiry will display:

- UBI Number
- Ownership Type
- State of Incorporation
- Date of Incorporation
- Location Status
- Corporation Status
- Owner Name
- Registered Agent Name
- Registered Agent Address
- Expiration Date
- Total Shares Authorized (Corporation)
- Total Shares Issued (Corporation)
- Firm Name/DBA
- Business Location Address
- Business Mailing Address
- Business Phone Number
- Registered Trade Names Indicator
- RFI Flag
- RFP Flag
- NSF Flag
- Business Open Date
- Date Last License Was Issued

MASTER LICENSE SERVICE BUSINESS ENTITY INQUIRY		
INQR		
UBI: 178 097 122 001 0001	State of Inc: WA	Loc Status: A
Type: PROFIT CORPORATION	Date of Inc: 07 20 1950	Corp Status: T
Owner Name: APPLIANCE PARTS CO.		
Reg. Agent: KIMBERLY HANSBERRY FLEEGER		
Reg. Address: 27724 1ST PL W	Exp. Date: 10 31 1994	
BOTHELL WA 98021	Total Shares authzd:	
	Total Shares issued:	
Firm Name : APPLIANCE PARTS CO, INC.		
Loc: 14715 AURORA AVE N	Mail: 435 5TH AVE W	
SEATTLE WA 98133	KIRKLAND WA 98021	
Phone: (206) 622-0152	Registered Trade names for this UBI? No	
RFI: No NSF: No	Location First Activity: 04 01 1991	
RFP: No Withhold: No	Last License Issue: 01 20 1994	
TRANSFER: ____ {Press <<ENTER>> for Endorsements List}		
<ENTER>PF1- -PF2- -PF3- -PF4- -PF5- -PF6- -PF7- -PF8- -PF9- -PF10- -PF11- -PF12- -		
GLIST APLST LU6.2 SERV TRDU INQA INQR MMENU		

Screen 2 of Business Entity Inquiry will display:

- Location Status
- Ownership Type
- Owner Name
- Firm Name
- Endorsements (licenses or registrations)
- Endorsement Status
- Endorsement Origination Date
- Endorsement Expiration Date ( if applicable)

MASTER LICENSE SERVICE BUSINESS ENTITY INQUIRY						
INQR						
UBI: 178 097 122 001 0001						Loc Status: A
Type: PROFIT CORPORATION						
Owner Name: APPLIANCE PARTS CO.						
Firm Name : APPLIANCE PARTS CO, INC.						
Page: 1						
Endorsements	Unit	Account #	Stat	Date	Expires	
TAX REGISTRATION			A	03 22 1991		
UNEMPLOYMENT INSURANCE			A	03 22 1991		
INDUSTRIAL INSURANCE			A	03 22 1991		
TRANSFER: _ End of Endorsement List						
<ENTER>PF1- -PF2- -PF3- -PF4- -PF5- -PF6- -PF7- -PF8- -PF9- -PF10- -PF11- -PF12- -						
GLIST APLST LU6.2 SERV TRDU INQA INQR MMENU						

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## Data Entry Rules for the Master License System

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The following rules for data entry of the Master Application were established through the efforts of the UBI Operations Committee. The maintenance of entry standards is the key to mutual understanding of shared data.

The Departments of Revenue, Employment Security, and Labor and Industries have agreed upon a list of “*required data elements*”. If any of the *required data elements* do not appear on a Master Application a Request for Information is sent out to the applicant. The RFI will remain on the account until the applicant supplies the information.

If the applicant fails to respond, the application will be marked as incomplete and no license document will be generated.

*Required data elements* are listed in the Data Entry Convention Section (8-30)

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## Data Entry Conventions

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Data entry conventions were established by the UBI Agencies. These conventions define how information from a document will be entered into the MMLS database. The conventions listed below coincide with the sections of the Master Application.

### **FRONT PAGE (Master Application)**

#### **UBI:**

The UBI is entered or assigned after standard research in the DOR/UBI database to ensure that the applicant was not previously registered, or claiming a UBI that belongs to another account.

#### **Federal Employer ID Number (FEIN):**

Enter as the applicant indicates. If the applicant has indicated applied or pending, this word *applied* will be entered. If the applicant indicates an obviously erroneous number, the number will not be entered.

Federal Employer ID Numbers do not change unless the change is documented and specifically requested by the licensee or regulating agencies. If there is a conflict with the FEIN belonging to another UBI, the FEIN will be researched. If MLS operators are unable to resolve the conflict, the FEIN will not be entered into the FEIN field. A note identifying the conflict will be entered into the Detailed Activities of the Employees section.

#### **Agency Received Stamp:**

Enter as stamped.

If the Received stamp is not on Page 1, the information will not be entered.

#### **Comments:**

Any important licensing information provided by the applicant or field representative, or any telephone contact with the applicant regarding the application, will be entered in the comment field of the MMLS database.

## **SECTION 1**

### **Purpose of Application:**

'Y' will be entered for each box checked. In addition, MLS operators will enter 'Y' as necessary for accurate endorsement of the account.

If supplied on the application, the ES reference number will be entered in the Other field.

## **SECTION 2**

### **Licenses and Fees:**

All endorsements requested by the applicant are reviewed and added by the operator. Endorsements will not be added if the account does not require the requested endorsement.

### **Separate Tax Return:**

When the applicant has marked yes, MLS operators will determine if the applicant qualifies for a separate tax return.

If the applicant does qualify, MLS operators will contact DOR for the branch account number. A 'Y' response, along with the branch account number, will be entered into the MMLS database.

If the applicant does not qualify for a separate tax return, this field will be left blank.

## **SECTION 3 (page 2)**

### **Business Open Date:**

For new accounts, enter as applicant indicates.

If the applicant entered ASAP, immediately, or something similar, enter the signature date.

If the applicant did not provide the date, the field will be left blank. This will produce an RFI letter for the information.

For established accounts, it is important to retain the historical date of first activity, therefore this field is not updated. Exception: If the account has been closed with the Department of Revenue, then the new date will be entered as given by the applicant.

**Business Ownership Type:**

Enter as the applicant indicates.

If the applicant has selected more than one box, MLS operators will contact the applicant to verify entity.

If the applicant indicates an entity type generally required to register with Secretary of State, but has not registered with them, a 149 endorsement (unregistered entity) will be assigned to the entity.

If a 149 endorsement has been assigned, the Registrations and Licenses document will not indicate the ownership type. When the entity becomes registered with the Secretary of State, the endorsement is updated.

**Ownership Names:**

Enter as the applicant indicates.

If the entity is registered with Secretary of State, the name field will not be altered.

**Sole Proprietor -Should spouse appear on license:**

Enter as the applicant indicates.

If blank and the owner has a spouse, a 'N' response will be entered. The license will not bear the spouse's name unless specifically requested.

**State Incorporated/Formed:**

Enter as the applicant indicates.

If the corporation is located outside the United States, enter FO.

MMLS maintains separate fields for the Master Application data and the Secretary of State data.

**Year Incorporated/Formed:**

Enter as the applicant indicates.

**Doing Business As (DBA):**

Enter as the applicant indicates. Exceptions: If the DBA is a close match to the owner name, the owner name will be entered. If the DBA is given in addition to an owner name, enter only the DBA as it appears.

**Trade Name:**

Enter exactly as the applicant indicates.



**County In Which Business Is Located:**

Enter as the applicant indicates.

If blank, the MMLS system will automatically enter the county.

**Is Location in City Limits:**

Enter as the applicant indicates.

If not indicated, enter 'Y' for in-state and 'N' for out-of-state.

**Business Mailing Address:**

Enter as the applicant indicates using postal address conventions.

If the applicant did not provide the address, the field will be left blank. This will produce an RFI letter for the information.

**Business Location Address:**

Enter as the applicant indicates using postal address conventions.

If the applicant did not provide the address, the field will be left blank. This will produce an RFI letter for the information.

If the physical location address of the business is given as a Post Office box number or Mail Stop, this field will be left blank and an RFI letter will be sent to the applicant.

**Business Telephone Number:**

Enter as the applicant indicates.

**Fax Number:**

Enter as the applicant indicates.

**Internet/Email Address:**

This information will not be entered into the MMLS database, however it will be obtainable from a microfilm or electronic copy of the application.

**Sole Proprietor, Partner, Officer or Member Name:**

Enter as the applicant indicates. Exception: if the middle name is longer than ten characters, only the middle initial will be entered.

**Title:**

Enter as the applicant indicates.

**Home Address:**

Enter as the applicant indicates using postal address conventions.

If the applicant did not provide the address, the field will be left blank.

**Date of Birth:**

For new accounts, enter as the applicant indicates.

For established accounts, this field is not updated unless specifically requested in writing by the applicant, or a regulating agency.

If great differences exist between the application and the MLS database, MLS operators will attempt to verify the date with the applicant and/or send a photocopy of the application to the regulating agency for investigation.

**Social Security Number:**

For new accounts, enter as the applicant indicates.

If the applicant indicates an obviously erroneous number, the number will not be entered.

For established accounts, this field is not updated. Exception: If the number is nearly the same, MLS operators will research DOR/UBI database to see if the entry there matches. If the DOR entry matches one of the two, the DOR match will be used in the MMLS database. If great differences exist between the application and the database, MLS operators will attempt to verify with the applicant and/or send a photocopy of the application to the regulating agency for investigation.

**% Owned:**

Enter as the applicant indicates.

**Home Telephone Number:**

Enter as the applicant indicates.

If the area code is blank, MLS operators will research and enter the appropriate area code.

**Spouse Name:**

Enter as the applicant indicates.

If the spouse of a partner, officer or member is also listed as a partner, officer or member, it is only necessary to list the spouse once.

Example: If Jane Jones is listed as a spouse of James Jones, another partner in the business, it is not necessary to enter James Jones as the spouse when Jane Jones is entered as the partner.

**Spouse Date of Birth:**

For new accounts, enter as the applicant indicates.

For established accounts, this field is not updated unless specifically requested in writing by the applicant, or a regulating agency.

If great differences exist between the application and the MLS database, MLS operators will attempt to verify the date with the applicant and/or send a photocopy of the application to the regulating agency for investigation.

**Spouse Social Security Number:**

For new accounts, enter as the applicant indicates.

If the applicant indicates an obviously erroneous number, the number will not be entered.

For established accounts, this field is not updated. Exception: If the number is nearly the same, MLS operators will research DOR/UBI database to see if the entry there matches. If the DOR entry matches one of the two, the DOR match will be used in the MMLS database. If great differences exist between the application and the database, MLS operators will attempt to verify with the applicant and/or send a photocopy of the application to the regulating agency for investigation.

**SECTION 3 (page 3)****Estimated Gross Annual Income:**

Enter as the applicant indicates.

**Wholesale/Retail/Manufacturing/Services**

Enter as the applicant indicates.

**Principal Products or Services:**

Enter as the applicant indicates. The MMLS field is 200 characters in length. Information may be edited for length if the meaning remains clear. Acceptable edits are: removal of articles (a, the, an, this, etc.), and removal of unnecessary adjectives. Example: Applicant writes: I build gigantic, multi-colored, fishing boats. Operator enters: I build fishing boats.

If the edited information will not fit in the field, the entry will be ended with an asterisk (\*)

If the applicant did not provide the information, the field will be left blank. This will produce an RFI letter for the information.

**Buy/Lease/Acquire All or Part:**

Enter as the applicant indicates.

**Date Bought/Leased/Acquired:**

Enter as the applicant indicates.

**Prior Business Name:**

Enter as the applicant indicates.

**Prior Owner Name and Address:**

Enter as the applicant indicates, following postal address conventions.

**Telephone Number:**

Enter as the applicant indicates.

**Purchase/Lease Any Fixtures/Equipment:**

Enter as applicant indicates.

**Purchase/Lease Price:**

Enter as the applicant indicates.

**Business Owned By, Controlled By or Affiliated:**

Enter as the applicant indicates.

**Old UBI Account To Be Closed:**

Enter as the applicant indicates.

MLS operators will also close the account in the MMLS database.

**Owned Another Business Name:**

Enter as the applicant indicates.

If the information is obviously referring to the same business for which the application has been filed, this field will be left blank.

**Another Business UBI Number:**

Enter as the applicant indicates.

If the information is obviously referring to the same business for which the application has been filed, this field will be left blank.

**Bank Name:**

Enter as the applicant indicates. The bank name can be abbreviated from what is on the Master Application, as long as the abbreviation is understandable.

Example: Seattle First National Bank = Seafirst; U.S. Bank = US)

**SECTION 4****Date of First Employment:**

Enter as the applicant indicates.

If the applicant entered ASAP, immediately, or something similar, enter the signature date.

If the applicant did not provide the complete date or stated *current*, the field will be left blank. This will produce an RFI letter for the information.

**First Date Wages Paid:**

Enter as the applicant indicates.

**Number of Employees at this Location:**

Enter as the applicant indicates.

**Estimate Number of Employees Under 18:**

Enter as the applicant indicates.

**Estimate Number of Minors Under 16:**

Enter as the applicant indicates.

**Minors Working In An Agricultural Business:**

Enter as the applicant indicates.

**Minor Duties:**

Enter as the applicant indicates.

If the applicant did not provide the minor duties or the duties indicated are vague (*such as help owner*), the field will be left blank. This will produce an RFI letter for the information.

**Location Reporting:**

Enter as the applicant indicates.

**Voluntary Unemployment Insurance:**

Enter as the applicant indicates.

**Optional L&I Coverage for Owner/Partners/Officers/Members:**

Enter as the applicant indicates.

**Optional L&I Coverage for Excluded Employment:**

Enter as the applicant indicates.

**LLC Management Vested:**

Enter as the applicant indicates.

**Major Operation of Your Business:**

Enter as the applicant indicates.

**Detailed Activities of Employees:**

Enter as the applicant indicates.

If the applicant did not provide the worker hours in a three-month estimate, the hours will be entered in this field indicating per hour/week/month as indicated by the applicant.

In addition, any conflict with the FEIN or other pertinent employee information will be entered in this field.

**Number of Employees:**

Enter as the applicant indicates.

**Worker Hours:**

Enter as the applicant indicates, unless it is not a three-month estimate. The hours will then be entered in the Activities of Employees field.

## **SECTION 5**

### **Signature:**

Enter as signed.

If the signature is unreadable and the MLS operators can identify the name from the applicant's title in List All Owners section, the name will be entered. Otherwise, yes will be entered for an illegible signature.

If the applicant did not provide a signature, the field will be left blank.

### **Date:**

Enter as the applicant indicates.

### **Application Prepared By:**

Enter as the applicant indicates.

### **Prepared By Title:**

Enter as the applicant indicates.

If the person who prepared the application also signed the application, the word *same* may be entered in this field.

### **Telephone Number:**

Enter as the applicant indicates.

### **Date Prepared:**

Enter as the applicant indicates.

### **Field Office Signature Section**

This information will not be entered into the MMLS database, however it will be obtainable from a microfilm copy of the application.

If the applicant incorrectly fills in any portion of this section with information that belongs in the "Application Prepared By" block, the information will be entered in the "Prepared By" fields.

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## Data Entry Error Definitions

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The following definitions for data entry error were established through the efforts of the UBI Operations Committee. The error definitions were used as a tool for measuring quality assurance.

An error is any data field on the Agency Required Data (ARD) which contains information that cannot be directly deduced from information supplied by the applicant. Errors can be produced by incorrect data keying or by omission of information.

There are three types of data entry errors:

- **Fatal Error:** The client agency is unable to establish an account, or the license cannot be delivered to the applicant. (e.g. missing owner name, incorrect or missing owner and/or location addresses).
- **Critical Error:** Results in erroneous information appearing on the license. (e.g. misspelled owner or firm name).
- **Noncritical Error:** Does not appear on the license, and has no effect on establishment of accounts or delivery of information. (e.g. spouse's social security number, reference name and address).



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## Agency Required Data (ARD)

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Agency Required Data (ARD) is defined as the electronic notification of the application information that is transferred to regulating agencies.

There are three types of ARDs:

- Preliminary
- Final
- Informational (courtesy)

Preliminary and Final ARDs are generated when an account has been endorsed for the regulating agency. The difference between the Preliminary ARD and the Final ARD is the application that generated the Preliminary is missing a required data element and/or the appropriate fees were not paid. Upon receipt of the missing information and/or payment from the applicant, the Preliminary ARD will be followed with a Final ARD.

An Informational ARD is generated when a defined field of interest contains certain data; however an endorsement is not added to the account.

An ARD can be generated in three ways:

- An agency's endorsement is selected (preliminary and final)
- If some fields contain certain data (informational)
- An operator requests that an agency receive one (informational)

When selecting the following fields from the master application, the MMLS system will automatically endorse the account for the regulating agency and send an ARD:

### Application

<u>Section</u>	<u>Field Name</u>	<u>Agency Endorsed</u>
Section 1	Open/Reopen Business Change Ownership Register Trade Name Change or Open Location	DOR
Section 1	Hire Employees Hire Employees Under Age 18	ES and L&I ES, L&I and Minor Work
Section 4A	Date of Hire	ES and L&I
Section 4C	Number of persons under 18 List specific duties of minors	ES, L&I and Minor Work

An Informational ARD will be sent to the regulating agency when information is entered into the following fields (the account will not be endorsed):

<u>Application Section</u>	<u>Field Name</u>	<u>Agency Notified</u>
Front Page	Comments	DOR
Section 2	Registering Trade Name	DOR
Section 3A	Non-Profit Corporation	L&I
Section 4E	Voluntary ES Coverage ( 'Y' answer)	ES
Section 4F & G	Optional L&I Coverage ( 'Y' answer)	L&I
Section 4H	LLC Management Vested ( 'Y' answer)	L&I